

तात्काळ

क्रमांक: प्रतिनि-१००८/प्र.क्र.१२६/०८/१४

सामान्य प्रशासन विभाग,
मंत्रालय, मुंबई-४०० ०३२
दिनांक:- २७/०६/२००८

प्रति,

सह/उप सचिव,
सर्व मंत्रालयीन विभाग (आस्थापना),
मंत्रालय, मुंबई-४०० ०३२

विषय: महाराष्ट्र वीज नियामक आयोग, मुंबई
कार्यालयातील पदे प्रतिनियुक्तीने भरण्याबाबत

महोदय/महोदया,

महाराष्ट्र वीज नियामक आयोग, मुंबई, यांच्या कार्यालयातील अवर सचिव व कक्ष अधिकारी ही पदे मंत्रालयीन संवर्गातील अवर सचिव व कक्ष अधिकारी या दर्जाच्या अधिकाऱ्यांमधून भरण्याबाबत आयोगाच्या दि.१७.०६.२००८ च्या परिपत्रकाची प्रत सोबत जोडली आहे. आपल्या विभागातील अवर सचिव व कक्ष अधिकारी दर्जाचे जे अधिकारी वरील पदावर प्रतिनियुक्तीवर जाण्यास इच्छुक असतील त्यांचे नामनिर्देशन महाराष्ट्र वीज नियामक आयोग, मुंबई यांचेकडे परस्पर सादर करावे. ज्या अधिकाऱ्यांच्या नामनिर्देशनाला महाराष्ट्र वीज नियामक मंडळाची अंतिम मान्यता प्राप्त होईल त्या अधिकाऱ्यासंबंधीची माहिती सामान्य प्रशासन विभागाला कळवावी. प्रतिनियुक्तीमुळे रिक्त होणाऱ्या पदावर संबंधित विभागाला सामान्य प्रशासन विभागाद्वारे अधिकारी उपलब्ध करून देण्यात येईल.

२. सदर पत्र व सोबतची सहपत्रे महाराष्ट्र शासनाच्या www.maharashtra.gov.in या वेबसाईटवर प्रसिध्द करण्यात आली असून त्याचा संगणक संकेतांक २००८०६२७१६०८२१००१ असा आहे.

आपला,



(वि.ग.दळवी)

सोबतचे सहपत्र:- वेबसाईटवर पहावे

उप सचिव, महाराष्ट्र शासन



MERC

Special Post

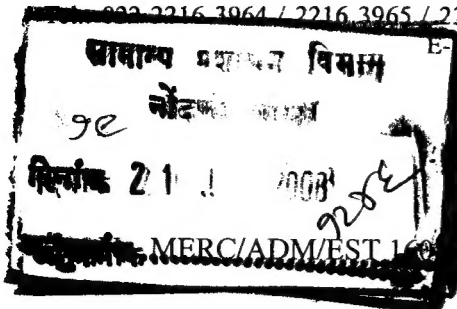
31/4/2008/442/98
23/4/08

MAHARASHTRA ELECTRICITY REGULATORY COMMISSION

13th Floor, Centre No. 1, World Trade Centre, Cuffe Parade, Colaba, Mumbai - 400 005.

022-2216 3964 / 2216 3965 / 2216 3969 ♦ Fax : 022-2216 3976 ♦ Website : www.mercindia.org.in

E-mail : mercindia@mercindia.org.in



2008/1217

June 17, 2008

VACANCY CIRCULAR

Subject: **Filling posts in the Maharashtra Electricity Regulatory Commission, Mumbai**
(i) **Under Secretary in the pay scale of Rs.10,000-325-15,200**
(ii) **Section Officer in the pay scale of Rs.6,500-200-10,500**

It is proposed to fill up the posts of Under Secretary & Section Officer on the establishment of the Maharashtra Electricity Regulatory Commission, on deputation basis initially for a period of 3 years. The details and the eligibility criteria for the post of Under Secretary & Section Officer are as under:-

Name of the post & Scale of pay	Eligibility Criteria
Under Secretary Rs.10,000-325-15,200/- (One post)	(1) A person possessing Degree from a recognised university and holding ten years' experience in law and/or administration and/or finance and - (a) working as Under Secretary in Mantralaya; (b) working on analogous post on regular basis in the Government / PSU / Corporation / Board / Power Utility; (3) Computer literacy preferred; (4) Proficiency in written and verbal communication skills; (5) Preference will be given to those having experience in handling matters pertaining to administration & establishment and knowledge of accounting procedures, tax matters and operating accounting software.
Section Officer Rs.6,500-200-10,500/- (One post)	(1) A person possessing Degree from a recognised university and holding five years' experience in administration or finance or law and (a) working as Section Officer in Mantralaya; (b) working on analogous post on regular basis in the Government / PSU / Corporation / Board / Power Utility; (c) working on the post of Assistant for last 12 years in Mantralaya and has passed the exam of Section Officer. (2) Computer literacy preferred; (3) Proficiency in written and verbal communication skills; (4) Preference will be given to those having experience in handling matters pertaining to administration & establishment and knowledge of accounting procedures, tax matters and operating accounting software in Government Department.

2. The deputation of the official selected will be regulated in accordance with the Maharashtra Electricity Regulatory Commission (Recruitment & Conditions of Service of Employees) Regulations, 2007. The said regulation can be viewed on the website of the Commission mentioned above on the letterhead.

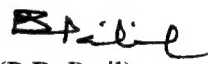
3. The role and responsibility of the Under Secretary involves supervising all the matters pertaining to the administration and establishment including maintenance of personnel files, leave record, LTC, Service Book, Roaster Register, Confidential Records of all employees, Administrative Purchases, Record Room and compilation of Standing Orders and G.R.s. All matters pertaining to accounts of the Commission, Co-ordination & follow up of matters with different Govt. Departments. All matters relating to the office of the Electricity Ombudsman.

4. The role and responsibility of the Section Officer involves handling all the matters pertaining to the administration and establishment including maintenance of personnel files, leave record, LTC, Service Book, Roaster Register, Confidential Records of all employees, Administrative Purchases, Record Room and compilation of Standing Orders and G.R.s.

5. The pay and allowances and other benefits of the conditions of the service of a person on deputation from a Government Department shall be governed by the regulation 38 of the Maharashtra Electricity Regulatory Commission (Recruitment & Conditions of Service of Employees) Regulations, 2007.

6. The applications of willing and eligible officers/ persons may be forwarded to the Secretary, Maharashtra Electricity Regulatory Commission, 13th floor, Centre-1, World Trade Center, Cuffe Parade, Mumbai 400 005, as per Annexure – I, latest by 10.07.2008 along with attested copies of up-to-date ACRs for last five years.

7. Maharashtra Electricity Regulatory Commission shall not provide residential accommodation to the selected official.



(P.B. Patil)

Secretary, MERC

Encl : Annexure – I

To

All the Departments of Mantralaya, Government of Maharashtra.

They are requested to bring this vacancy circular to the notice of all the Offices/ PSUs / Corporations / Boards / Power Utilities under their administrative control.

General Administration Department
सामान्य प्रशासन विभाग

Annexure – I

Application for the post of Under Secretary / Section Officer on the establishment of the Maharashtra Electricity Regulatory Commission, Mumbai on deputation basis:-

Sr. No.	Particulars	
1.	Name & address in block letters	
2.	Name of the Office (Department where presently working) and address	
3.	Present post held & pay scale	
4.	Tel. No. with fax and e-mail address of the office	
5.	Duration of service in the present scale of pay	
6.	Date of Birth	
7.	Date of superannuation	
8.	Educational Qualification	
9.	Nature of duties performing on present post	
10.	Whether belong to SC/ST	
11.	Additional information, if any, which the applicant likes to furnish in support of his suitability for the post. Enclose a separate sheet, if require.	

Date:

Place:

(Signature of the Candidate)

Endorsement by the Office / Department :-

It is certified that the particulars given by the applicant are correct as per his / her service records and no vigilance case is either pending or being contemplated against applicant. It is also certified that we have no objection for sending him/her on deputation / contract basis to Maharashtra Electricity Regulatory Commission, Mumbai – 400 005.

Signature of the Officer
Designation

Date:

Place: